



# SUBMITTERS GUIDE

## SPIRAL J

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# GENERAL GUIDELINES

- AEWE is an unclassified experiment. Classified technologies will not be accepted.
- Costs of preparing, submitting and presenting submissions are solely those of the submitter.
- All costs associated with participating in the experiment to include travel, shipping, technical training costs, technical integration costs and technology maintenance and sustainment costs are the responsibility of the submitter.
- Selected technologies must sign a Vendor Demonstration Agreement (VDA) in order to participate in the experiment. The VDA is an agreement with the vendor and U.S. Government that essentially states the following:
  1. Participating in experiment in any way does NOT obligate the U.S. Government to purchase or otherwise acquire the items or services demonstrated or displayed.
  2. U.S. Government assumes NO cost or obligation, expressed or implied, for damage to, destruction of, or loss of any vendor provided equipment or material used in the experiment.
  3. The government is NOT responsible for any lodging, transportation or meals and incidental expenses incurred by technology providers during the experiment.
  4. U.S. Government is NOT bound nor obligated in any way to give any special consideration to the vendor on future contracts as a result of this experiment.
  5. Display of vendor's product, its capabilities, and the presentation of any technical data associated with it may involve the participation of foreign military personnel assigned as liaisons to the U.S. Army and other components of the Department of Defense (DoD), as well as personnel of U.S. coalition partners. Such displays and disclosures may be considered an "export" of technical data under the International Traffic in Arms Regulations (ITAR), 22 CFR Chapter I, Subchapter M.
  6. Selected technologies will be required to participate in three Coordinating Working Groups (CWG) in order complete pre-experimentation planning and administration requirements.

March 2014 – CWG #1, Fort Benning GA

August 2014 – CWG #2, Fort Benning GA

December 2014 – CWG#3, Fort Benning GA

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# SUBMISSION INSTRUCTIONS

- Submissions must be provided no later than 10 February 2013 to [usarmy.benning.tradoc.mbx.mbl-expeditionary-warrior-experiments@mail.mil](mailto:usarmy.benning.tradoc.mbx.mbl-expeditionary-warrior-experiments@mail.mil).
- Please allow two business days for submission processing. All submissions will be acknowledged via email to the submitters email address. Submitters will be notified of any errors in their submission and will be given five business days to resubmit.
- Submissions must include the following documents:
  1. Quad Chart prepared using approved template in Microsoft powerpoint.
  2. White paper prepared using approved template in Microsoft Word. White Paper should not exceed three total pages, including coversheet.
- Document file names must be named in the following format: TechnologyNameWhitePaper\_Date. For example, **FireHawkWhitePaper\_01Sep13** or **FireHawkQuadChart\_01Sep13**.
- Only ONE coordinating POC per technology will be allowed due to the large number of submissions AEWE receives. The quad chart and white paper must list the correct coordinating POC and will be the only authorized person to communicate with the AEWE team. Should a change to your coordinating POC occur at any time during the selection process, you must immediately notify the AEWE team and submit a new quad chart and white paper.
- NO PDF DOCUMENTS will be accepted. Documents submitted in PDF or any other unapproved format will result in submission rejection.
- NO CHANGES TO TEMPLATES such as font type, font color, font size, template margins or other changes will be allowed. Documents submitted not in accordance with the templates will result in submission rejection.
- NO PROPRIETARY INFORMATION will be accepted. All submission documents must be approved for public release and no documents with proprietary markings of any kind will be accepted. Documents with proprietary markings will result in submission rejection.
- Submission of additional information such as videos, brochures or other technology material is not allowed and will not be considered as part of your submission.

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# SELECTION CRITERIA

- **Relevance.** Does the technology directly align with an approved experiment objective listed in the technology call memorandum?
- **Technology Readiness Level (TRL).** Is the technology mature enough to test in an operational environment (generally TRL 5-9 range)?
- **Domain Knowledge.** Does the submitting organization have the resident knowledge to address the experiment objective and support the integration and participation of the technology in the experiment?
- **Availability.** Is the technology available in sufficient numbers to support the experiment? For example, if the technology is proposed to be implemented at the squad level, can the submitter provide enough units to equip an entire squad?
- **Integration.** Will the submitter assist with the integration to the network or other technologies (if applicable)?
- **Trainability.** How long does it take to train Soldiers to proficiency on the technology?
- **Past Performance.** Does the technology provider have a good record of performance in the S&T community?

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# SELECTION PROCESS

10 February 2014: AEWE Spiral J submissions window closes

03 - 07 March 2014: AEWE Spiral J Technology Selection, Fort Benning GA

O/A 14 March 2014: AEWE Spiral J Technology Selection Published

- NLT 17 February 2014, each submitter will receive a copy of the schedule and specific coordinating instructions for Technology Selection, which will occur 03-07 March 2014 at Fort Benning, GA.
- Submitters will be allowed a 10 minute presentation before the technology selection committee to brief their technology. Your previously submitted quad chart will be on display for you to brief from and is the only a visual aid allowed. All technology white papers will be available for the selection committee to review. Additional materials such as brochures, videos or equipment (including the actual technology) are prohibited.
- Only one person will be allowed to brief your technology. You may bring other people to technology selection, but only one person will be allowed into the conference room to brief the selection committee.
- If you miss your scheduled briefing time for any reason you will be allowed to present at the end of the day. Technologies that fail to appear for presentation will not be considered for selection.
- Selected technologies will be contacted electronically once the final technology selection list has been approved by the Government- O/A 14 March 2014. The final technology selection list will also be published on the AEWE website at <http://www.benning.army.mil/mcoe/cdid/AEWE/>.

# EXPERIMENT TIMELINE (T)

